

STATEMENT OF WORK

TITLE, SERIES, GRADE

Deputy Assistant Administrator, AD-0301-00

ORGANIZATION

U.S. Environmental Protection Agency
Office of Land and Emergency Management
Office of the Assistant Administrator
Immediate Office

TITLE AND GRADE OF SUPERVISOR

Assistant Administrator, EX

STATEMENT OF RESPONSIBILITIES

1. Incumbent serves as Deputy Assistant Administrator to the OLEM Assistant Administrator. In this capacity, the incumbent provides advice and recommendations on strategic policy development, planning, and coordination relating to OLEM programs. The incumbent maintains a continuous awareness of the major environmental initiatives relating to OLEM programs; performs analyses and identifies best available options to be used during decision-making activities; makes recommendations on innovative and performance-based approaches to OLEM programs. As requested, the incumbent will attend meetings, conferences, and other such events as an authoritative representative of the Agency to ensure the OLEM Assistant Administrator's points of view, goals, and philosophy are clearly communicated and factored into all decision-making activities. Outcomes are expected to create immediate results and have long-term impact.
2. Exercises a high degree of legal initiative in determining suitable alternative solutions with officials of other Federal agencies, state and local governments charged with similar responsibilities.